



City of Santa Barbara  
Planning Division

# Large Family Day Care Home Application Guidelines

Community Development  
630 Garden Street  
(805) 564-5578



## INTRODUCTION:

- Family Day Care Homes are State-licensed homes which regularly provide care, protection, and supervision of 12 or fewer children under the age of 18 years of age in the providers own home for period of less than 24 hours per day while the parents or guardians are away. Large Family Day Care Homes are homes which provide family day care to 7 to 12 children, including children under the age of 10 who reside at the home.
- All Family Day Care Homes must be licensed by the State Department of Social Services, Community Care Licensing Division.
- Proposed Large Family Day Care Homes are also required to obtain a Performance Standard Permit from the City of Santa Barbara if they are to be located in the A-1, A-2, E-1, E-2, E-3, R-1, R-2, R-3, R-4, R-O zones, and residential areas of the HRC-II zone. Performance Standard Permits are granted by the City's Modification Hearing Officer.
- Proposed Large Family Day Care Homes in the C-O, C-P, C-L, C-1, C-2, and C-M zones are not required to obtain a Performance Standard Permit.

## SUBMITTAL REQUIREMENTS:

APPLICATION FORMS MAY PICKED UP AND SUBMITTED AT THE COMMUNITY DEVELOPMENT DEPARTMENT PLANNING AND ZONING COUNTER AT 630 GARDEN STREET. PLANNING AND ZONING COUNTER STAFF ARE AVAILABLE TO ASSIST APPLICANTS IN GATHERING NECESSARY APPLICATION INFORMATION.

## APPLICANTS MUST PROVIDE THE FOLLOWING:

- ☐ A completed Master Application form signed by the applicant and by the owner of the property (if different from the applicant).
- ☐ A copy of a valid license to operate a Large Family Day Care Home from the State Department of Social Services, Community Care Licensing Division. The license must be issued to the applicant and be issued for the address listed on the Master Application.
- ☐ A letter from the applicant requesting a Performance Standard Permit for a large family day care home. The letter should include the address of the residence, days and hours of operation, and other information relative to the proposed facility.
- ☐ Property owners mailing list and affidavit (ask for instructions and an affidavit form at the Planning and Zoning Counter). (Property owners within 100 feet must receive notice of the proposed project.)
- ☐ Fees in the amount indicated on the fee resolution adopted by the City Council.

□ **Site plans (3 sets)**

Drawn to scale and including the following information:

- Property address.
- Property lines.
- Adjacent street(s).
- Existing and proposed buildings.
- Other site features, including garages, driveways, carports, parking spaces, fences, walks, trees, hedges, play equipment, decks, patio covers, and pools, spas and support equipment.
- Indicate the areas to be used for employee parking and for passenger loading and unloading.

NOTE: Site plans may be hand-drawn by the applicant, provided that they are legible, to scale, and reasonably accurate.

A sample application packet is attached to this hand-out. Applicants may pattern their application after the example packet. If desired, applicants may attach additional items to their applications (such as letters of support from parents or affected neighbors).

**APPLICATION PROCESS:**

**RECEIPT OF APPLICATION:**

When an application is submitted to the Community Development Department, it will be reviewed by Planning Division Staff and Transportation Division Staff. It is important that the application be complete when it is turned in, since a hearing date cannot be set until the application is determined to be complete. Staff will call you if any application materials are missing or if more information is needed. A hearing date will be set usually around 4-6 weeks after a complete application is submitted, depending on how many other applications are pending at the time. (The Planning Division Counter Staff can sometimes give an estimate of the hearing date when the application is turned in).

**PRIOR TO THE HEARING DATE:**

Planning Division Staff will carry out a site visit to the property to gain an understanding of the proposed project, to verify the accuracy of information presented in the site plan, and to determine if any zoning violations exist on the property. Staff will call you in advance to establish a time and date for the site visit.

**PUBLIC NOTICING:**

Staff will mail notices regarding the proposed project to the neighbors within 100 feet so that the notices will arrive at least 10 days prior to the hearing date. The notices will provide information about the proposed project and will announce the hearing date and time.

**THE HEARING:**

On the date of the hearing, the Hearing Officer will ask if any member of the public wishes to comment on the

proposed project. If there are no requests to speak, the hearing officer will render a decision on the application. If there are requests to speak, the Hearing Officer will conduct a public hearing prior to making a decision on the application.

## STANDARDS FOR LARGE FAMILY DAY CARE HOMES

In determining whether a Performance Standard Permit should be granted, the Modification Hearing Officer will consider the following:

1. All applicants for Large Family Day Care Home Performance Standard permits are required to be licensed by the State Department of Social Service, Community Care Licensing Division.
2. No zoning violations can exist on the property. Any existing zoning violations are to be corrected before an application is submitted for a Performance Standard Permit. Any corrections must be shown on the site plan that is submitted with the application.
3. The proposed Large Family Day Care Home must meet the standards set forth in Zoning Ordinance Section 28.93.030. These standards are:
  - The proposed Large Family Day Care Home must be at least 300 feet away from another large family day care home. City Staff will verify this distance requirement by checking City records and with the State Department of Social Services Community Care Licensing.

A waiver of the 300-foot spacing requirement may be requested by the applicant and granted by the Modification Hearing Officer if it can be found that certain physical conditions exist and if the waiver would not result in significant effects on the public peace, health, safety and comfort of the affected neighborhood. Examples of physical conditions that may warrant granting of waiver include intervening topography that creates a barrier or separation between the facilities (such as hillsides or ravines), the presence of major non-residential uses between the facilities (such as offices, retail stores, churches or schools), or the presence of a major roadway between the facilities. Requests for waivers should be included in the letter submitted as part of the application and should include justification for why a waiver is being requested.

- Adequate off-street area or on-street area in front of the residence must be available for passenger loading and unloading. Passenger loading and unloading areas must be of adequate size and configuration and must not restrict access to neighboring properties.

Site plans included with the application must show the proposed passenger loading and unloading area (which in most cases will be a driveway but may also be located on-street along the curb in front of the house). Applications will sent to the City's Transportation Division for review of the adequacy of the passenger loading and unloading area.

- One additional parking space for employee parking is required (beyond what is normally required for the residence itself) unless it can be found that adequate on-street or off-street parking exists to support the proposed use.

The finding that adequate on-street or off-street parking can usually be made if:

- (1) The residence has two parking spaces on-site and one of the spaces is usually available during the day (for example, space is unoccupied because a member of the household works outside the home during the day);
- (2) The residence has more than two parking spaces on-site; or
- (3) The residence has one or two parking spaces on-site, on-street parking is available in front of the residence, and the residence is not located in a parking constrained area of the City.

An additional on-site parking space may be required if the residence has no on-site parking or is located in a parking constrained area.

Site plans included with the application should show the area proposed for employee parking. Driveways may not be used for parking areas. Applications will be sent to the City's Transportation Division for review of the adequacy of the employee parking area.

- Hours of outdoor play must be limited to the hours between 8:00 a.m. and 6:00 p.m.

## QUESTIONS?

If you have any questions about Large Family Day Care Home Performance Standard Permits, call the Planning Division at 564-5470 or go to the Planning and Zoning Counter at 630 Garden Street.